

C E A



CAREER EXECUTIVE ASSIGNMENT

THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT:DEVELOPMENTAL SERVICES

POSITION TITLE:

CLINICAL DIRECTOR
SONOMA DEVELOPMENTAL CENTER
(CEA, Level II)

SALARY RANGE: \$7,815-8,616

FINAL FILING DATE: Until Filled

POSITION DESCRIPTION

Under the direction of the Executive Director, acts as Chief Deputy of the facility and acts as the Executive Director in his/her absence; is delegated responsibility for all clients and staff within Clinical Services; responsible for the quality of client life and services through the planning, organizing, and directing of all Clinical Services programs, Education, Employment and Support Services; collaborates with the Executive Director, Administrative Services Director, and Medical Director, in defining and achieving facility long-term and short-term goals/objectives formulated within the context of the mission of the Department and facility; assists the Executive Director as a member and Vice-Chair of the facility and Executive Body in the formulation of the overall policy for the facility; and other work as required.

EXAMINATION PROCESS

The examination will consist of an application/resume and evaluation of the Statement of Qualifications evaluation by a departmental evaluation committee. Interviews may be conducted if the evaluation committee or appointing power finds it necessary to make a final selection.

FILING INFORMATION

All interested applicants must submit:

- An original, standard State application (STD. 678) with civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities, Special Personal Requirements, and Desirable Qualifications. The statement should be no more than two pages in length.
- A resume does not take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. The application and Statement of Qualifications are to be *mailed* to:

Department of Developmental Services Personnel Services Section 1600 Ninth Street, Room 340, MS 3-14 Sacramento, CA 95814

Attention: Peggie McQuillan

Questions concerning the examination should be directed to: Peggie McQuillan Peggie.mcquillan@dds.ca.gov.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications;

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Knowledge of: the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques, including employee enablement and empowerment; the Department's civil rights and equal employment opportunity programs; and a manager's role in civil rights and equal employment opportunity programs.

Ability to: plan, organize, and direct the work of multidisciplinary and multicultural professional and administrative staff; analyze administrative policies, organization procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's equal employment opportunity program.

SPECIAL PERSONAL REQUIREMENTS

Ability to perform higher level and policy-influencing functions effectively.

DESIRABLE QUALIFICATIONS

In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the minimum qualifications described above:

Sufficient knowledge of the organization, mission and statutory environment of the Department to allow the Career Executive Assignment appointee to function effectively in a policy-influencing assignment.

Extensive working knowledge regarding developmental disabilities; needs of persons with developmental disabilities; and the programs, services and supports provided by the Department of Developmental Services through the regional center system and developmental centers.

Clinical management experience in an administrative or executive capacity with responsibility for program administration and policy development and/or direct experience in the operation of 24/7 highly structured, residential-living environments.

Direct experience in the operation of a 24/7 highly structured residential living environments.

Excellent interpersonal/communication skills, and management and leadership skills to ensure successful performance in an Executive role.

Ability to articulate the concepts of person-centered planning, least restrictive setting, individual program planning, etc.

Experience with persons with developmental disabilities and/or other populations with special needs being served within a developmental center.

DEPARTMENT OF DEVELOPMENTAL SERVICES SONOMA DEVELOPMENTAL CENTER CLINICAL DIRECTOR (CEA II)

DUTY STATEMENT

GENERAL STATEMENT OF DUTIES:

The Clinical Director, serving under a Career Executive Assignment (CEA) has a reporting responsibility to the California Health & Human Services Agency, and the Department of Developmental Services. Under this responsibility, the CEA is responsible to the Deputy Director of the Developmental Centers Division as designated under the organizational structure of the DDS.

The Clinical Director (CD) works under the direction of the Executive Director and acts as the Executive Director in his/her absence. The CD has delegated responsibility for all consumers and the staff within the developmental center, responsible for the quality of consumer life and services through the planning, organizing, and directing all clinical services programs, support services, and education and employment services; collaborates with the Executive Director, Administrative Services Director, and Medical Director in defining and achieving facility long and short term goals/objectives formulated within the context of the mission of the Department of Developmental Services (DDS) and facility; assists the Executive Director as a member of the facility Executive Body in the formulation of overall policy for the facility, and other work as required.

SUPERVISION RECEIVED: Reports directly to the Executive Director and is a member of the Executive Team. Functional supervision is provided by the Assistant Deputy Director of Program Operations in the Developmental Centers Division of DDS Headquarters.

SUPERVISION EXERCISED: Supervises Program Directors, and other clinical management supervisors as specifically determined at each DC.

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement.

TYPICAL WORKING CONDITIONS: Position involves ongoing interaction with the developmental center community and other stakeholders such as partnering agencies and members of the public. Position requires prolonged sitting and use of a computer in a typical office setting, as well as frequent rounds to the living residences. Potential exposure to communicable diseases, blood borne pathogens and other conditions common to a clinical nursing environment.

ESSENTIAL DUTIES:

15%	Assures that the quality of consumer life and services include: person centered planning monitored by a designated coordinator; safe and healthful environment with adequate clean clothing and other personal necessities; prompt medical/dental/nursing care; access to prescribed and desired services; an opportunity to exercise rights of citizenship with maximum freedom in a least restrictive setting; dignity and protection from exploitation.
15%	Assures a client protection system that includes referring of Incident Reports to the Executive Director and/or Office of Protective Services as may be indicated, implements or recommends corrective action(s) when

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DUTY STATEMENT

	consumer service or program/staff performance deficits are identified. Collaborate with DCD regarding incident management for high profile incidents and systemic issues.
15%	Provide leadership to the Clinical Management team and direction to all Clinical Services staff to ensure consistent compliance with all applicable regulations, standards, and requirements. Ensures each residential and nonresidential consumer services area is operating in accordance with established center/department goals and objectives.
10%	Allocates resources (staff, funds, equipment, materials and building/space) to subordinate service areas. Manages incremental residence consolidations, as needed.
10%	Contributes to long range planning, the development of policy and procedure, and center-wide goals and objectives. In conjunction with the Executive Director, and with the participation of the Clinical Management team, is responsible for the development of Clinical Services objectives.
10%	Evaluates the performance of each Clinical Manager based on outcomes which include internal and external audit/survey findings and the achievement of program and client objectives. Maintains communications with staff, implements remedial action including staff actions according to labor management contracts, reviews cases and takes adverse actions as indicated.
5%	Establishes systems and related procedures to ensure ongoing monitoring of active treatment, clinical quality assurance, risk management, and overall standards compliance. Reviews and monitors all consumer Incident Reports and assures that each is vigorously investigated and independently assessed.
5%	Works cooperatively with the Executive Team members to ensure all essential services are provided to the individuals served focused on meeting the provision of a full range of prompt, appropriate, quality support services sensitive to consumer needs.
5%	Assists the Executive Director in public relations and public information activities such as with regional centers, advisory boards, parents' groups, and communication media. Meets with visitors, parents, and other individuals as necessary.
3%	Participates in system-wide collaboration as coordinated by DCD such as statewide initiatives and the activities of the Clinical Directors from other developmental centers.
5%	Serves as Acting Executive Director as assigned, and as "Executive Officer of the Day" taking off-hours calls and communicating with the DCD Deputy Director as indicated.
2%	Other Duties as assigned.